



Training Opportunity

Course Title:	Time Management and Organizational Skills
Date(s)/Time:	14 April 2004 8am to 4pm
Location:	Ft. Benning, Building 6, Classroom 225
Tuition:	\$120
Vendor:	National Seminars – David Waits
Course Manager:	Marsha Samples 356-842-6543/DSN 788-6543 marsha.samples@us.army.mil
Cancellation Policy	Cancellations are permitted until the registration deadline of 15 March 2004; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date

Who Should Attend:

Open to all Federal Employees

Course Description:

The following topics will be covered:

- Managing Yourself: Success Habits that Boost your Effectiveness
- Managing Your Time: New Tools and Strategies that Really Work
- Managing Your Staff: Clutter-Busting “Musts” for Getting Organized
- Managing for the Long Haul: “Next-Step Thinking” Keeps you on Track for Life!

Registration Information:

Registration Deadline: 15 March 2004

Follow your organization’s procedures for securing approval to attend this program. To obtain space in this program, submit a completed payment authorization sheet available [here](#) to the course manager by the registration deadline.

Additional Information:

Individuals requiring special accommodations should notify the course manager at the time of registration.